

Reports of Work:

1. The contractor shall provide, within 10 days of contract award, a description of equipment to be used in performance of the SOW. The Project Officer shall have the right to review and approve any equipment to be used in the facilities.
2. The contractor shall submit a weekly report, by Tuesday of each week for the preceding week, of lights replaced in the buildings. The report shall indicate the room number, type of light replaced, and number of tubes/bulbs replaced.
3. The contractor shall submit a monthly work report, by the 10th of each month, of the jobs performed for comparison with the approved schedule in Attachment A, General Specifications for Custodial Services, paragraph G.2. The report shall be two parts, one covering the work of the day force, the other the night force, and shall include the work schedule of the employees.. The report shall specify the location where the work has been completed. A section shall also include the work proposed to be done the following month.
4. Malfunctioning restroom drains, faucets, fixtures and hardware requiring repair and/or maintenance shall be noted on a checklist and reported on a daily basis.
5. The contractor shall submit a monthly report, by the 10th of each month, of any floor areas that were not cleaned as scheduled and an explanation why the cleaning was not completed.
6. The contractor shall submit a monthly report, by the 10th of each month, of the number of boxes of used light bulbs packaged and prepared for recycling. The report shall provide the location where lights are stored for pick up.
7. The contractor shall submit a quarterly report, by the 10th of the month following the end of the quarter, of current employees by name, building assignment and indicate day or night shift.